

**Richfield Public School Academy
School Emergency Drills
Documentation Form
2016-2017 School Year**

Type of Drill

- Fire Drill (6 required)
- Tornado (2 required)
- Lock Down (2 required)

Time of Drill

Standard

- Class Change
- Lunch/Recess
- Other Event

Name of reporting school: Richfield Public School Academy

Date of Drill: 10/3/16 Time of Drill: 11:00 (**AM/PM**)

Drill was: Announced **Unannounced**

Exact time required to evacuate/secure building: **2 minutes 35 seconds**

Total number of participants: **472**

Comments/Remarks: The alarm was shut off at **11:03**

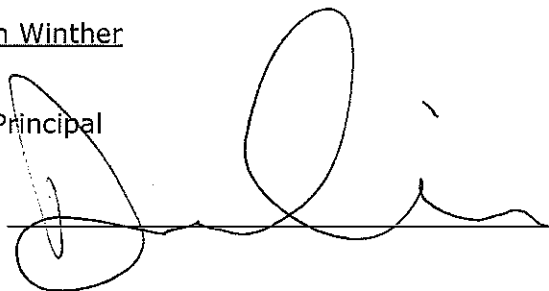
Teachers did a nice job of getting doors locked and lights off in the classroom. Some teachers forgot to put out the Green/Red cards underneath their doors, and some did not remember that class can continue as normal. We will revisit these procedures during our staff meeting.

This report is emergency drill **#3** for the school year.

Name of person conducting drill: Dan Winther

Title of person conducting drill: 3-5 Principal

Signature of person conducting drill:

A handwritten signature in black ink, appearing to read 'Dan Winther', written over a horizontal line. The signature is stylized with large loops and a long horizontal stroke at the end.